

Microsoft Word

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Microsoft Word

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Microsoft Word

List numbering/bullets

type:

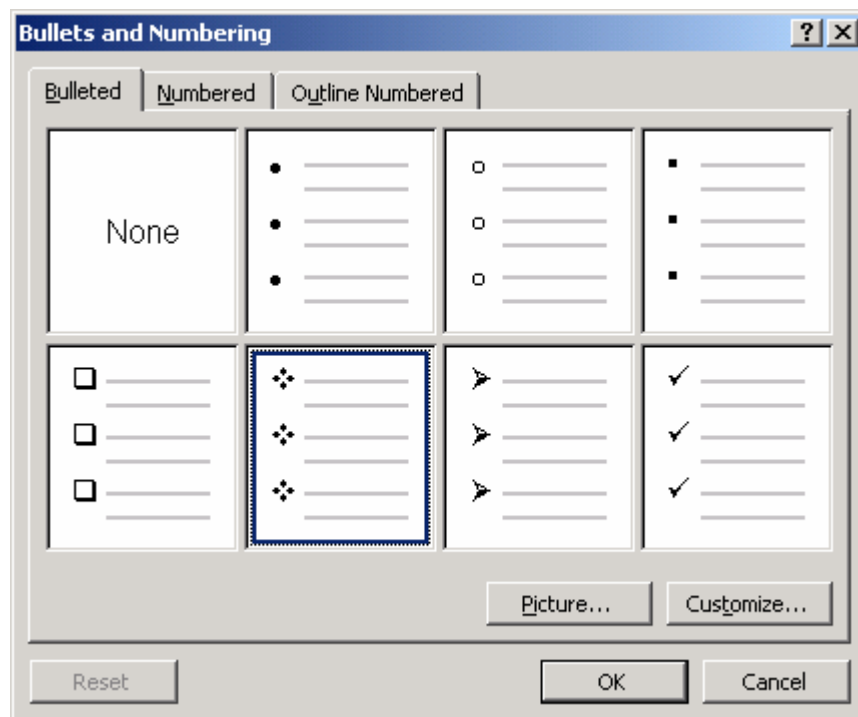
cat <enter> dog <enter> cow <enter> bat <enter> bird <enter> sheep

select list

Bullets

Numbering

Format - Bullets and Numbering...



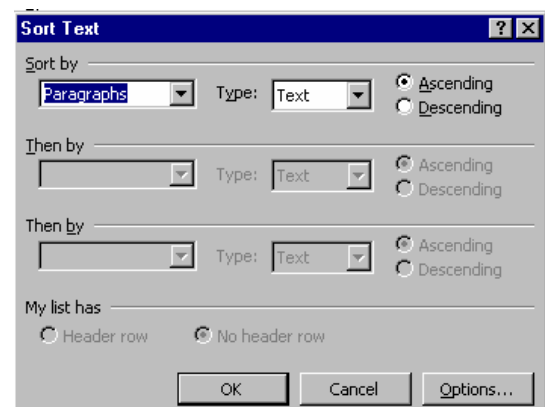
Sorting Order

Table, Sort...

List still selected - Increase Indent
Button

May 5, 2006

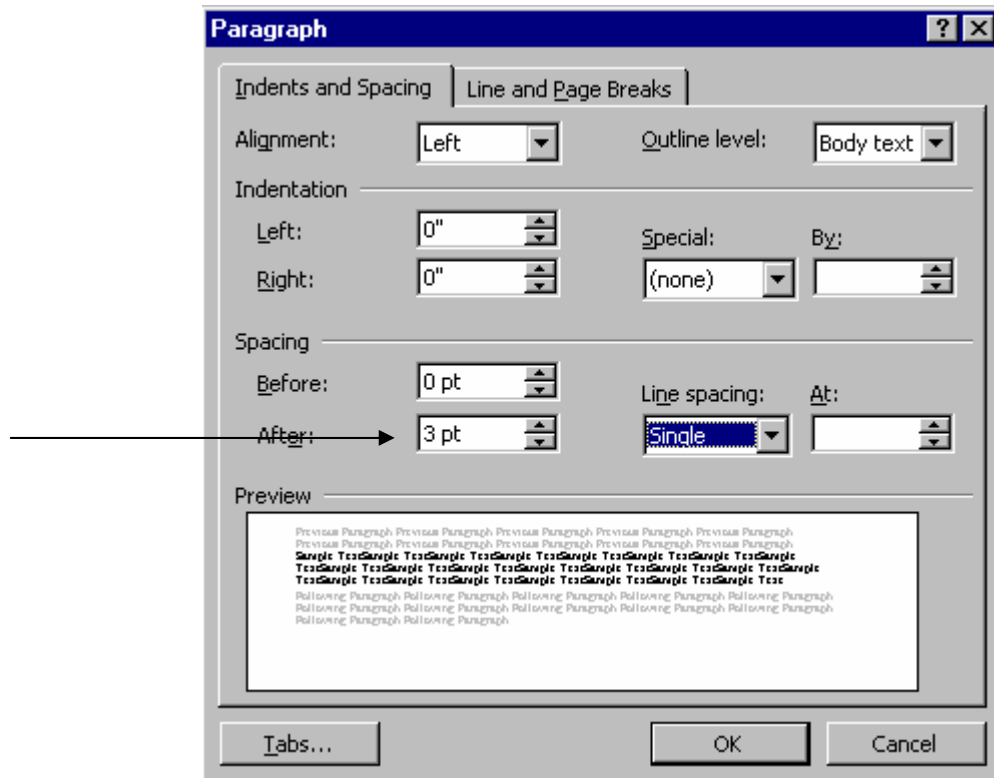
Page 3



Microsoft Word

Paragraph spacing

- ✓ Select list of names
- ✓ *Right-click* list
- ✓ Paragraph...
- ✓ Spacing After (3 pt)



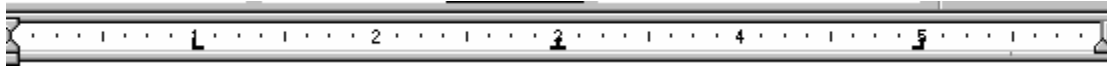
Cut, Copy, Paste

- ✓ Select list of animals (must include last paragraph marker)
- ✓ Copy
- ✓ New document
- ✓ Paste

Microsoft Word

Tabs

Ruler on **Left Tab at 1** **Center Tab at 3** **Right Tab at 5**

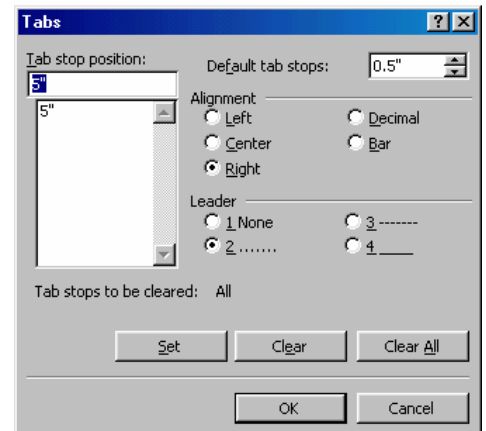
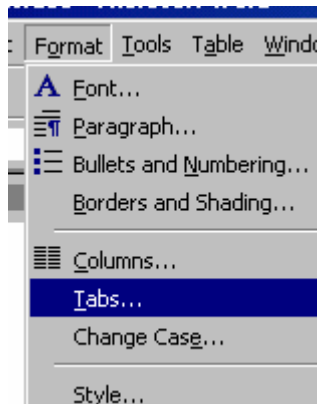


TAB & type:

First Name	Middle Initial	Last Name
your		name
John	M.	Smith
Sally	A.	Jones

Tab Leaders

✓ Format, Tabs...



- Set **Right Tab at 5"** choose **Leader #2**
- Set **OK**

- type and TAB:

name	phone #
total of 4 names & #s	

Microsoft Word

Donna Oberlender..... (315) 431-8451
Brian Parker433-2652

One Column only with a different format

Names only in Italics

- Alt-Drag

Donna Oberlender..... (315) 431-8451
Brian Parker433-2652

✓ Format, Tabs...

Left Tab at 1, **Right Tab** at 5.25 - choose 4 under LeaderSet OK

type:

NAME: TAB TAB <enter>
ADDRESS: TAB TAB <enter>

- Select text
- *Right-click*
- Paragraph...
- Line spacing 1.5 lines

Name: _____
Address: _____

Microsoft Word

Tables

Insert Table button

4 columns, 2 rows

Add headings:

First name, last name, phone number, and job title

Format headings:

Bold, centered, size 14

<Tab> to enter personnel in class

<Tab> at the last cell of your table to give a new row.

First-Name	Last-Name	Phone-Number	Job-Title

To remove an empty row

Click to left of empty row to select the row

Click on the Scissors to **Cut** the row

Click row one

Insert Rows button (Insert Table button)



- ✓ **New rows are inserted above insertion point and new columns are inserted to the left of insertion point.**

Select the first row

Merge the cells to form a single cell

Table, Merge Cells

Title your table

Microsoft Word

Format the top row

Select the first row

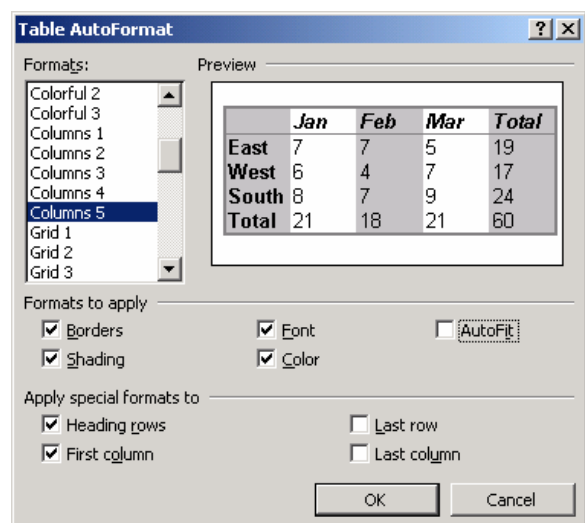
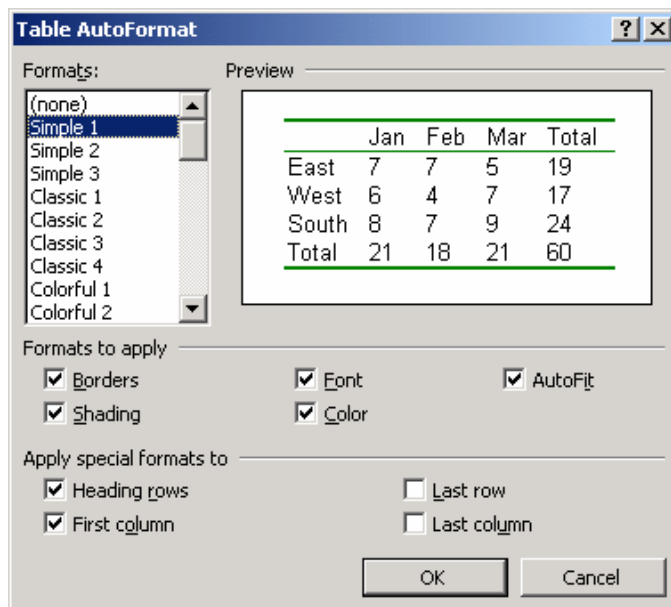
Table and Borders button on
Shading (20%)
Double line at bottom of heading

Department Members			
First Name	Last Name	Phone Number	Job Title

AutoFormat the Table

Table, Table AutoFormat...

Table, Hide Gridlines **Show/Hide** button off



Microsoft Word

Parallel Columns

Insert a table 2x2

Adjust the column widths

Type in the information. Tab from one cell to the next.

Create a header row and merge these cells, center and bold the heading.

Table AutoFormat to (none) so that the lines do not show.

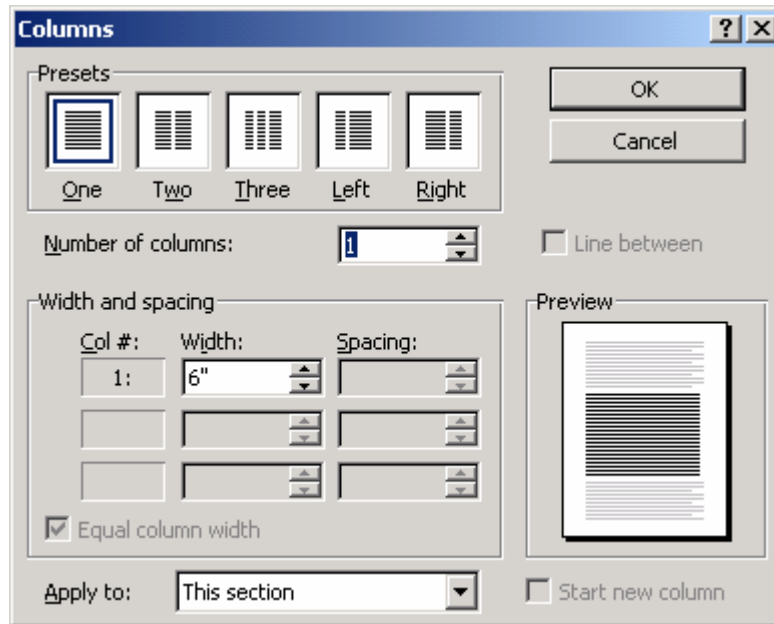
Ergonomics

Monitor	Place your monitor so the top of the screen is at or slightly below eye level.
Keyboard	Place it directly in front of you, not to the side.
Mouse	Place it at the same work surface height as the keyboard and in front of your arm.
Chair	Adjust your seat height and/or work surface at approximately elbow height. Also, your feet should rest comfortably on the floor. You may need to use a footrest.

Microsoft Word

Newspaper Columns

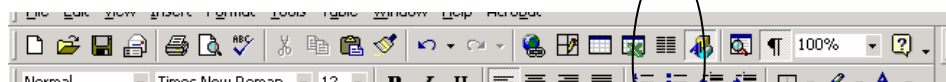
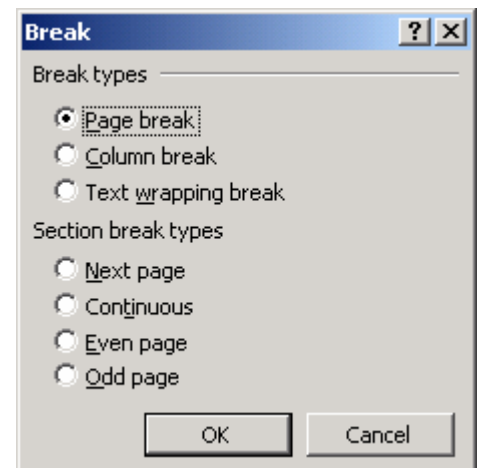
Format - Columns...



Insert - Break...

Continuous Section break allows for a different combination of the number of columns on the same page.

Column break allows for the text to go to the next column before reaching the bottom of the page.



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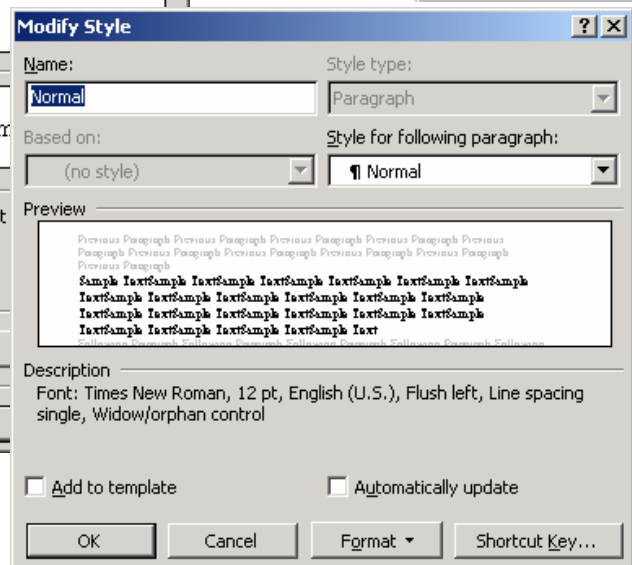
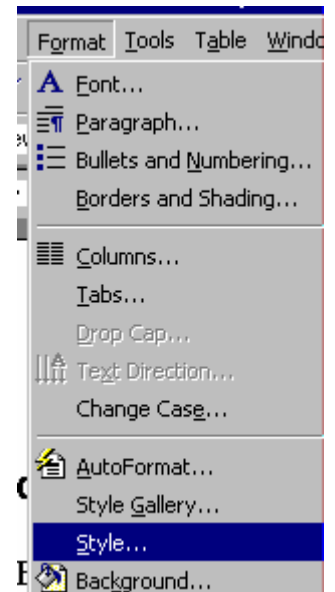
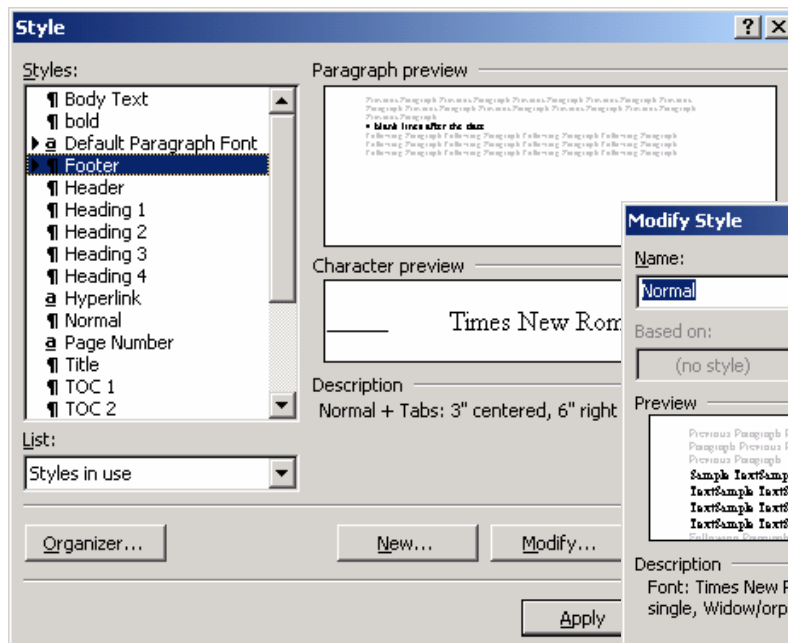
Microsoft Word

Styles and Templates

Modify an Existing Style

Format, Style

- ✓ **Normal** is selected
- ✓ Click on **Modify** button
- ✓ Click on **Format** button
- ✓ Click on **Font**
- ✓ Choose **Arial**, size **11**
- ✓ OK



- ✓ Make sure **Add to Template** is not checked, so that this change applies only to this document.
- ✓ Close
- ✓ Save document

Microsoft Word

Creating a New Style

Format, Style...

- ✓ Click on **New**
- ✓ Name: **note**
- ✓ **Style for following paragraph:** Normal
- ✓ **Format, Font**
- ✓ **Courier New, bold, size 12**
- ✓ **OK**

Indent .5 from left

- ✓ **Format, Paragraph**
- ✓ Left to **.5**
- ✓ **OK**
- ✓ **Close**

Type:

This text is formatted according to the newly defined Normal style. It appears in the Arial 11-point font.

- ✓ Style list: **note**

Type:

This text is formatted according to the note style. It appears in Courier New 12-point bold font and is indented one-half inch from the left margin.

Type:

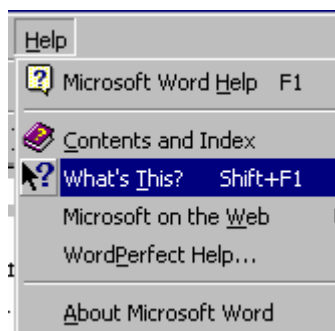
This text is once again formatted according to the Normal style.

Help, What's This?

Esc

Save, Close

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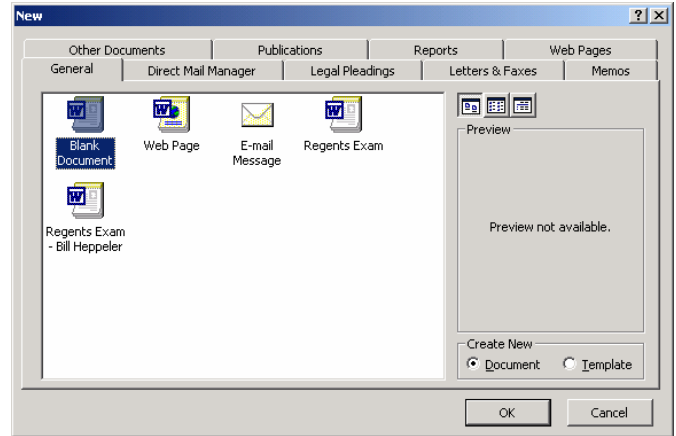
Microsoft Word

Creating a New Template

Create your own business letter template.

File, New

- ✓ **General** tab
- ✓ Click on **Blank Document** icon
- ✓ Click on **Template** (under Create New)
- ✓ OK



- ✓ **File, Page Setup**
- ✓ Change left and right margins to **1.5**
- ✓ **Format, Style**
- ✓ Modify the **Normal** style to: **Arial, 11-point** size

Type:

Centered and bolded

Your school name

Street address

City, ST Zip

date

Insert, Date and Time (not bolded)

- ✓ 4 blank lines after the date
- ✓ Left alignment

Save School letterhead

Close

File, New

- ✓ Choose *School letterhead*

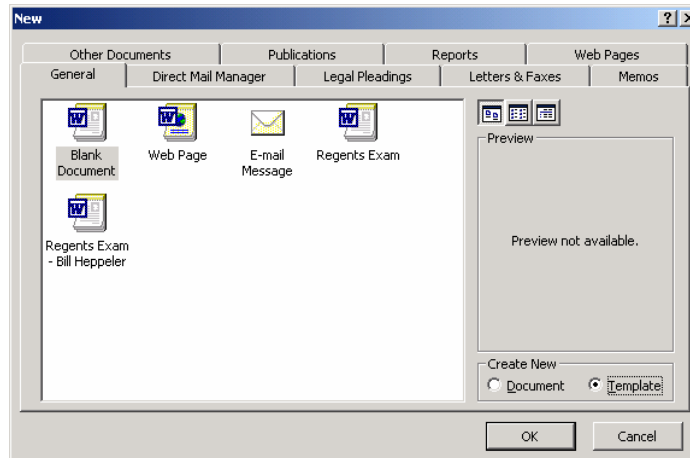
Microsoft Word

Forms

Create a form as a template so it can be reused.

File, New...

Create New: Template



Create a table.

Employee Shipping Charge

Bill to:	
Dept:	
Date sent:	
Sent via:	
Amount due:	

Adjust width of column 1 and *Align Right*.

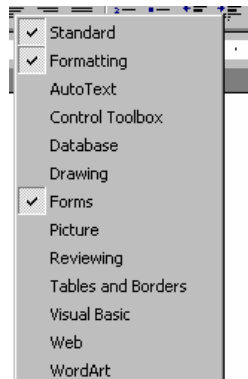
Employee Shipping Charge

Bill to:	
Dept:	
Date sent:	
Sent via:	
Amount due:	

Microsoft Word

Add form fields.

Forms Toolbar



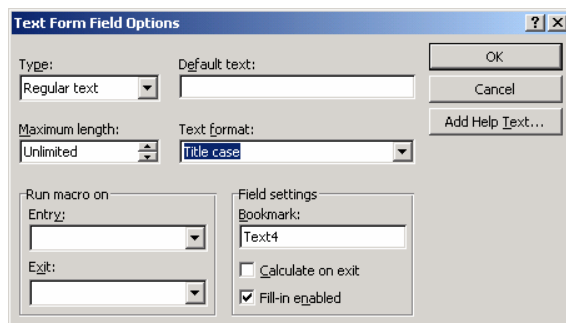
Form Field Shading on (a icon)

Text Field

Click in cell to right of Bill to:

Click the **Text Form Field (ab|)** button on toolbar

To format the field *click* the Form Field Options button



Choose **Title Case** for Text Format to ensure the name is capitalized.

Employee Shipping Charge

Bill to:	
Dept:	
Date sent:	
Sent via:	
Amount due:	

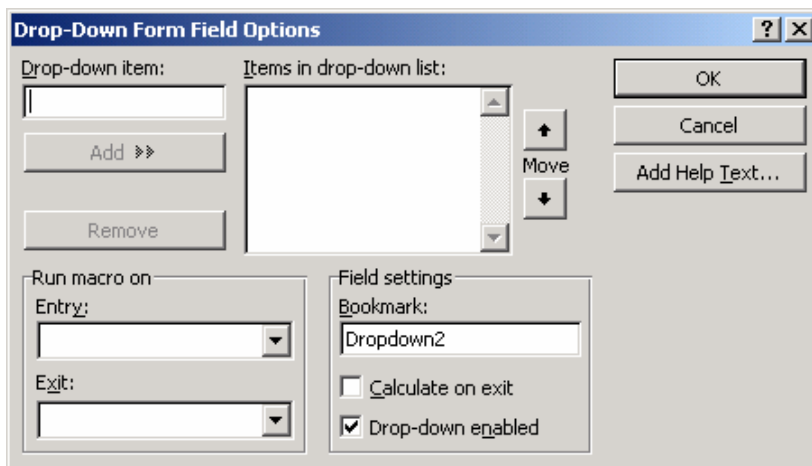
Microsoft Word

Drop-Down List

Click in cell to right of Dept:

On Forms Toolbar *click* the button for **Drop-Down Form Field**
Double-click on field for the Field Options.

Add the department names.



Employee Shipping Charge

Bill to:	
Dept:	Administration
Date sent:	
Sent via:	
Amount due:	

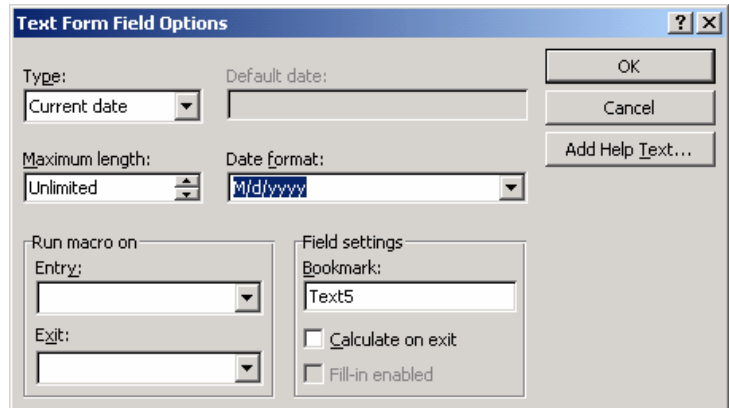
Microsoft Word

Date field

Click in date cell

Text Form Field

Open Form Field Options box

The 'Text Form Field Options' dialog box is shown. It has a title bar with a question mark and a close button. The 'Type' dropdown is set to 'Current date'. The 'Default date' field is empty. The 'Maximum length' is set to 'Unlimited'. The 'Date format' dropdown is set to 'M/d/yyyy'. The 'Run macro on' section has 'Entry' and 'Exit' dropdowns, both currently empty. The 'Field settings' section has a 'Bookmark' field set to 'Text5', and two checkboxes: 'Calculate on exit' (unchecked) and 'Fill-in enabled' (unchecked). There are 'OK', 'Cancel', and 'Add Help Text...' buttons on the right.

Employee Shipping Charge

Bill to:	
Dept:	Administration
Date sent:	5/5/06
Sent via:	
Amount due:	

Check Box Form Field

Click in cell to right of Sent via:

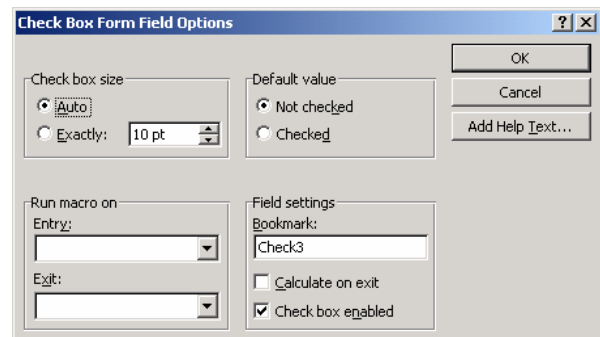
Type: FedEx (space)

Click on **Check Box Form Field** button

4 spaces

Type: UPS (space)

Another **Check Box** field

The 'Check Box Form Field Options' dialog box is shown. It has a title bar with a question mark and a close button. The 'Check box size' section has two radio buttons: 'Auto' (selected) and 'Exactly: 10 pt'. The 'Default value' section has two radio buttons: 'Not checked' (selected) and 'Checked'. The 'Run macro on' section has 'Entry' and 'Exit' dropdowns, both currently empty. The 'Field settings' section has a 'Bookmark' field set to 'Check3', and two checkboxes: 'Calculate on exit' (unchecked) and 'Check box enabled' (checked). There are 'OK', 'Cancel', and 'Add Help Text...' buttons on the right.

Employee Shipping Charge

Bill to:	
Dept:	Administration
Date sent:	5/5/06
Sent via:	FedEx <input type="checkbox"/> UPS <input type="checkbox"/>
Amount due:	

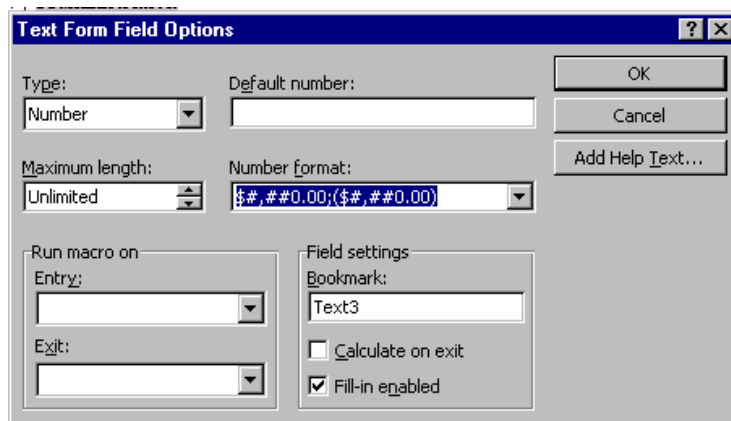
Microsoft Word

Number Field

Click in last cell

Text Field

Options by *double-clicking* the field



Employee Shipping Charge

Bill to:	
Dept:	Administration
Date sent:	5/5/06
Sent via:	FedEx <input type="checkbox"/> UPS <input type="checkbox"/>
Amount due:	

Protect Form

Click the button to Protect the Form (padlock)

✓ The form fields work only when this option is enabled.

Close the Forms toolbar

File, Save

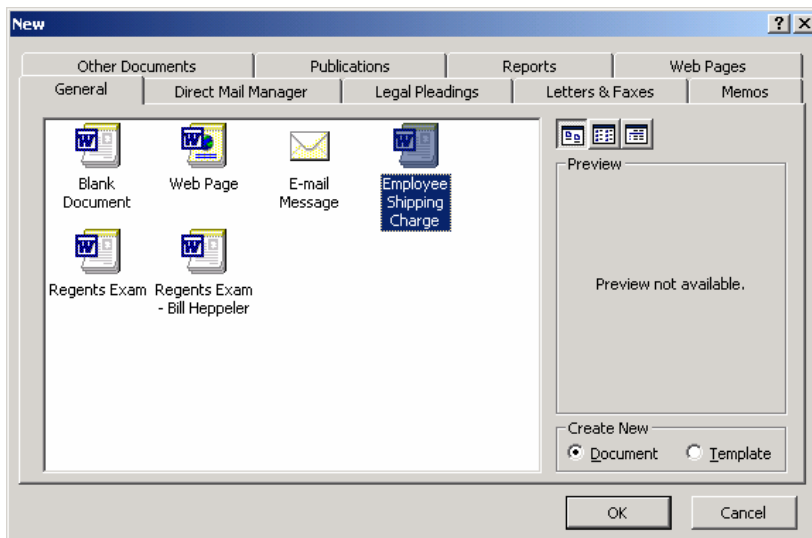
Close

Microsoft Word

File, New...

- ✓ This will open as a document, so that the template is not altered for future use.

Employee Shipping Charge



Type in a name in lower case <Tab>

Type in the amount without the \$ <Tab>

Form fields have length limits, and enabling the fields disables many other Word features. Spell check is one of these disabled features.

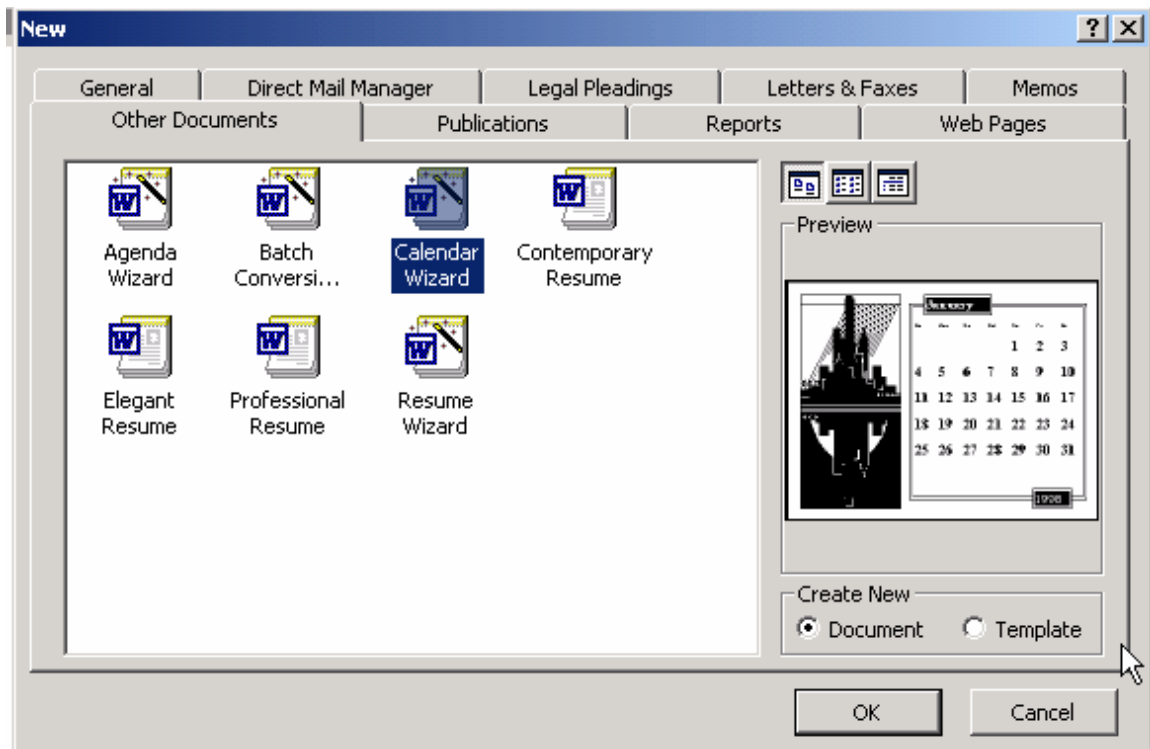
Microsoft Word

Create a Calendar

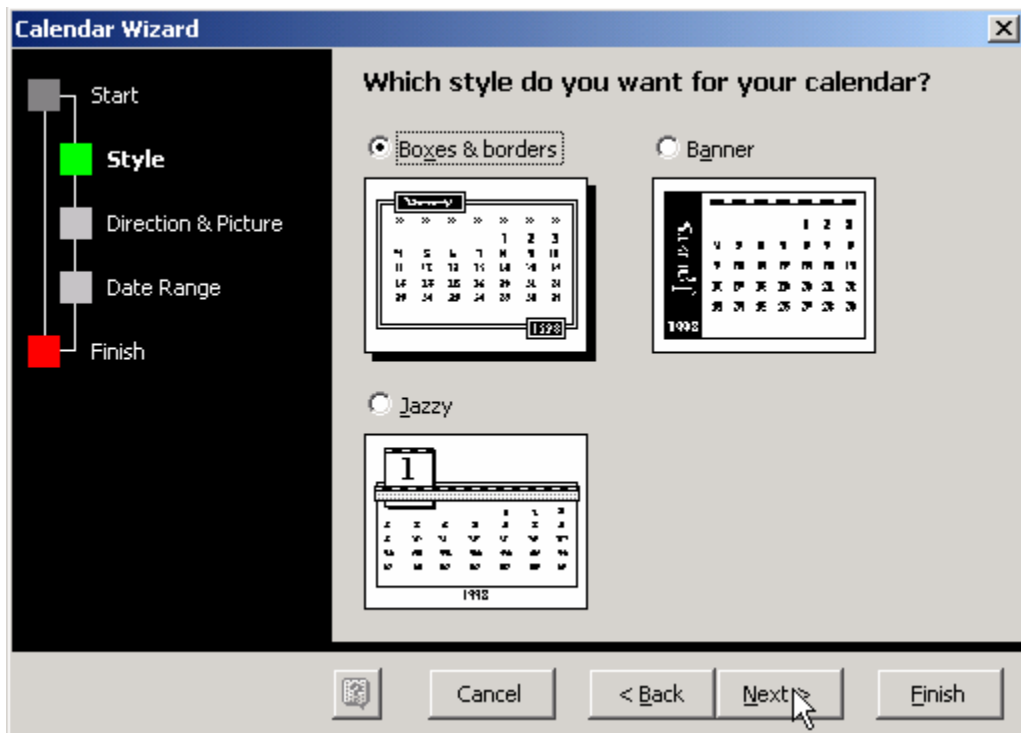
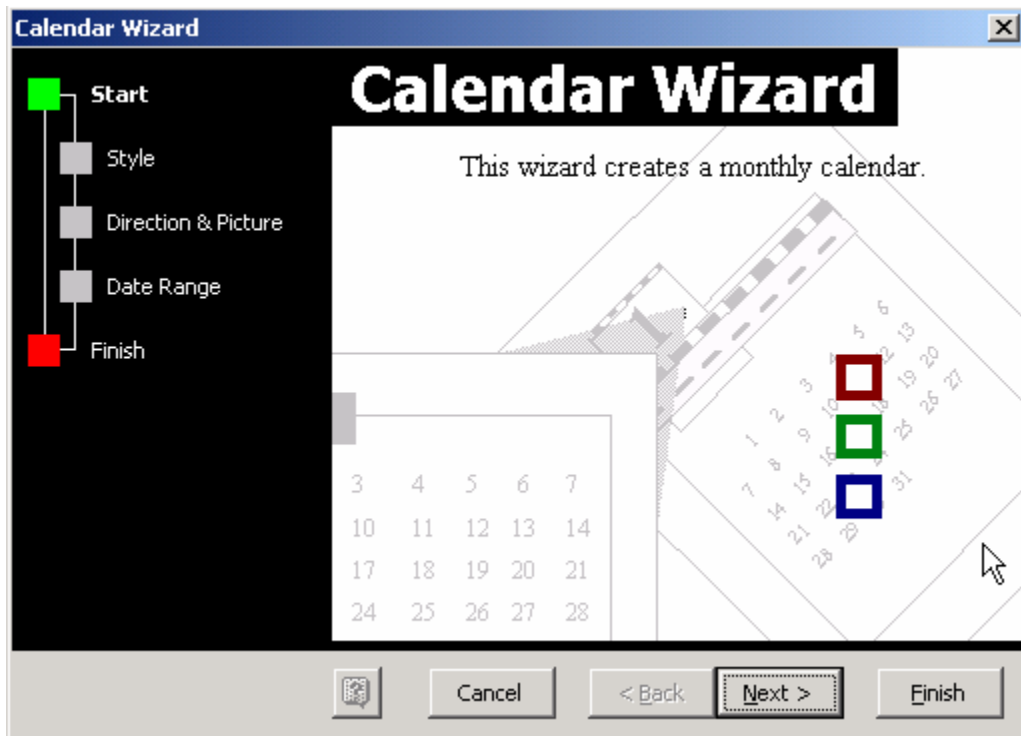
1. On the **File** menu, click **New**.
2. Click the **Other Documents** tab.
3. Double-click **Calendar Wizard**.

If you do not see this wizard in the **New** dialog box, you might need to install it. How to [install individual components of Microsoft Word](#).

4. Follow the steps in the wizard.



Microsoft Word



Microsoft Word

Calendar Wizard

Start
Style
Direction & Picture
Date Range
Finish

In which direction do you want to print your calendar?

☐ Portrait ☒ Landscape

Do you want to leave room for a picture?

☐ Yes ☒ No

Cancel < Back Next > Finish

Calendar Wizard

Start
Style
Direction & Picture
Date Range
Finish

Select the starting and ending months. Type the years.

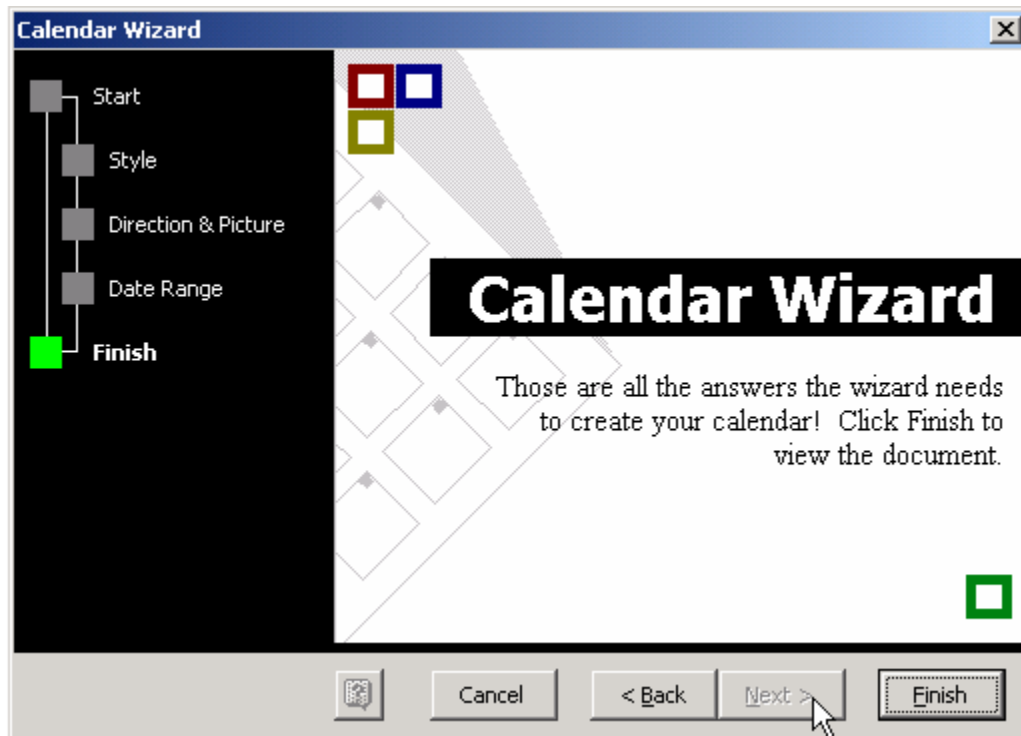
Month Year

Start: March 2003

End: June 2003

Cancel < Back Next > Finish

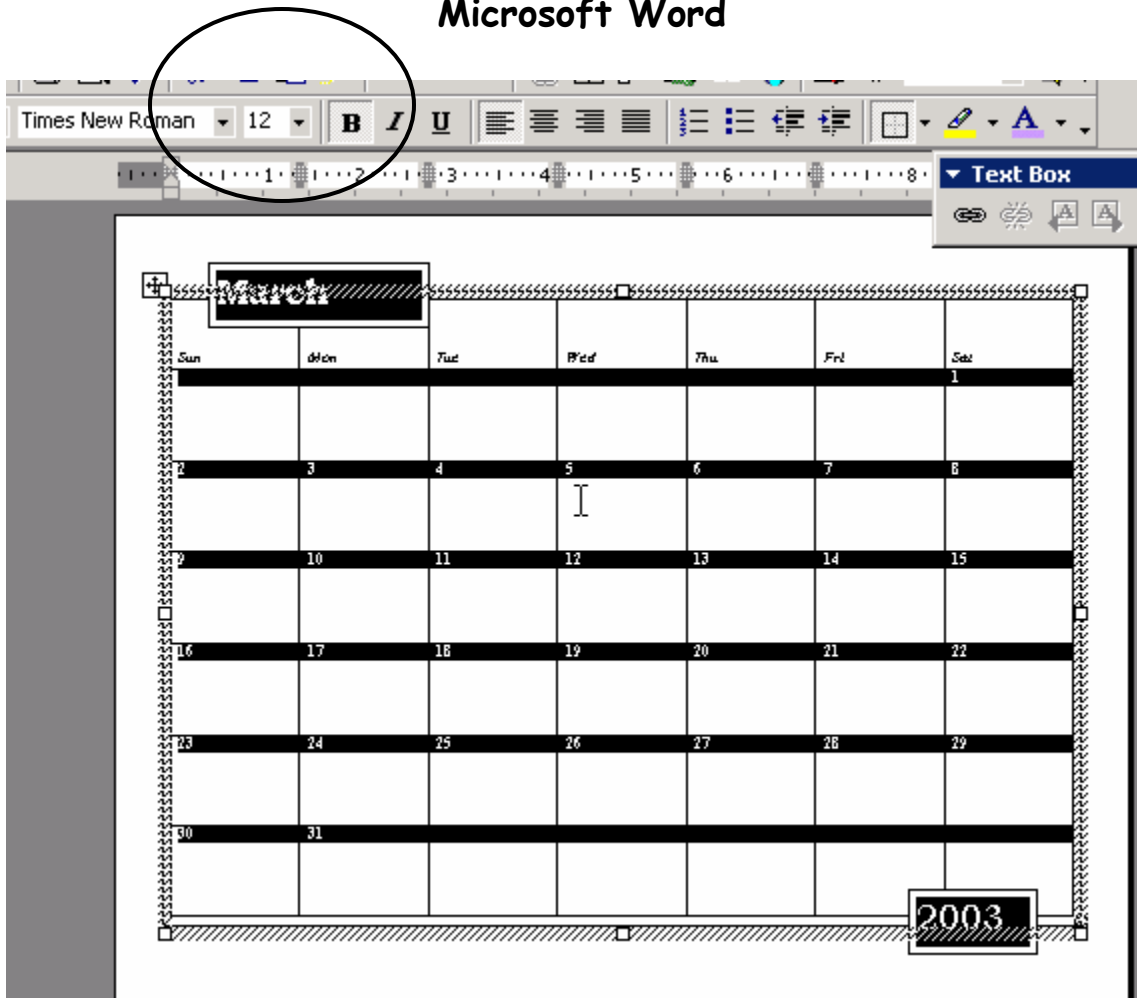
Microsoft Word



March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2003

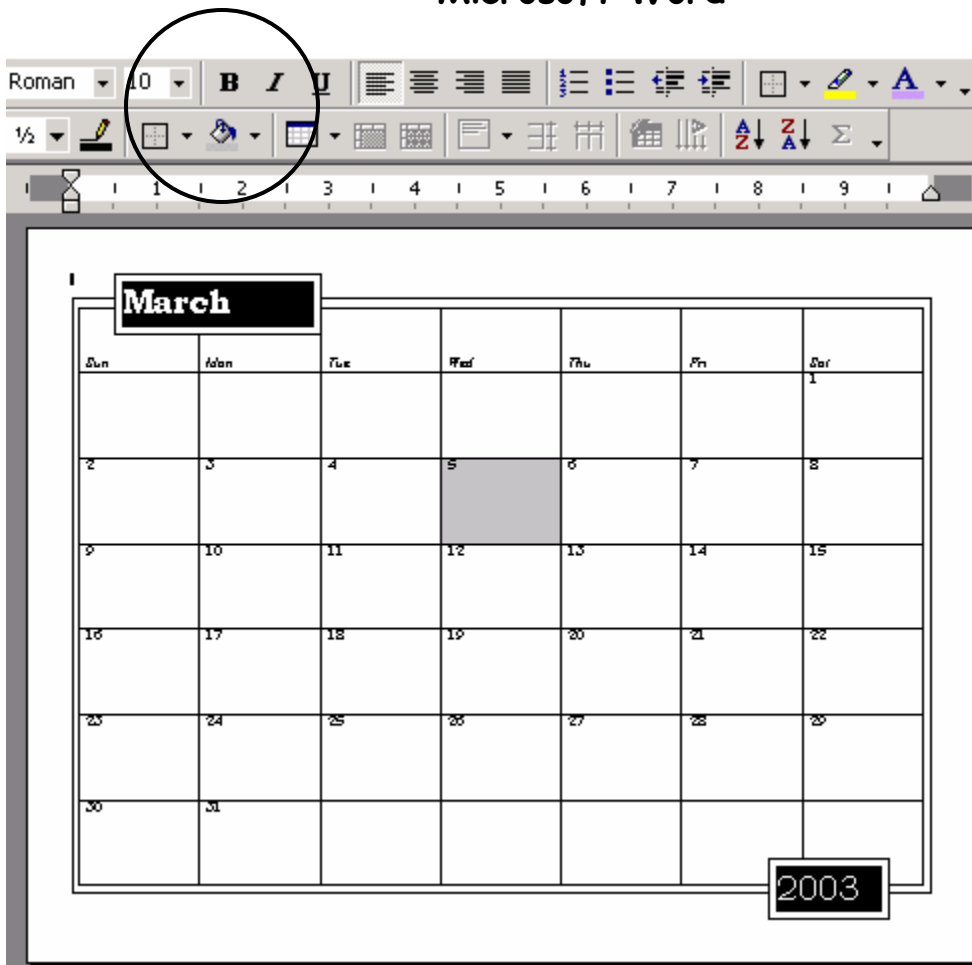
Microsoft Word



Changing the look of the numerals:

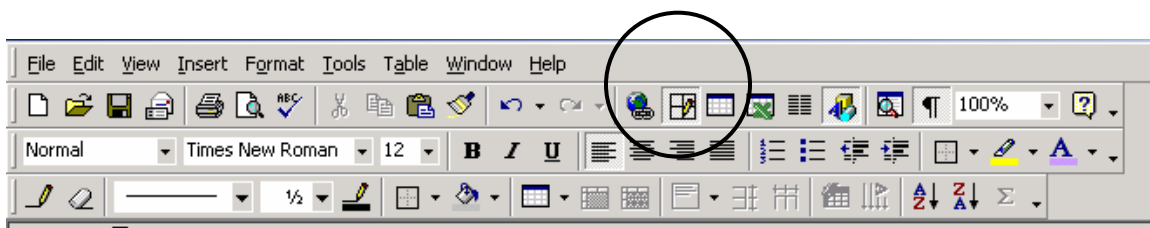
- Select the days
- Formatting Toolbar to change the format
- Change the font, alignment, and size

Microsoft Word



Shading in a day of the month:

- Select the day
- Tables and Borders Toolbar
- Shading Color Button (Paint Can) for the color



Microsoft Word

March						
<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1
2	3	4	5	6	7	8
9	10	11	12	13	14 OCM BOCES Donna Oberlender	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Adding information for a day:

- Click in that day
- Adjust the font, alignment, and size
- Type the necessary information